



**Policy:** 4025  
**Chapter:** Secure Facilities  
**Rule:** Secure Facilities Work and Vocational Education Programs

**Effective:** 1/9/2006  
**Replaces:** 4025  
**Dated:** 06/01/1999

A.R.S.	A.C.A	Federal
§§§41-2804, 41-2822 23-231, 23-232, 23-233, 235,15-781, 15-782	3JTS-5D-03 through 06, 08; ADE, NCA, NCLB	OSHA Act of 1970, Standard 29CFR, Part 1910.1200 IDEA

The Arizona Department of Juvenile Corrections (ADJC) shall provide all juveniles the opportunity to participate in pre-vocational, vocational, and educational work experience programs. All Education work experience shall be individualized taking into consideration pre-vocational assessment, Individual Education Programs (IEPs), and Continuous Case Plans (CCPs). All work experience/work assignment programs shall be in accordance with provisions identified in the Arizona Revised Statutes (ARS), Federal and State Child Labor Laws, Americans with Disabilities Act (ADA), Individuals with Disabilities Education Act (IDEA), and the U.S. Department of Labor's Occupational Safety and Health Standards (OSHA).

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Michael D. Branham, Director

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#### Definitions:

1. **Americans with Disabilities Act, (ADA)** – A federal civil rights law requiring employers to provide qualified individuals with disabilities an equal opportunity to benefit from the full range of employment related opportunities available to others.
2. **Criminogenic and Protective Factors Assessment (CAPFA)** – An instrument designed to identify a youth's risks and needs in the areas of: medical, mental health, school, employment, family, alcohol and drugs, aggression, sexual offending, social influences, use of free time, skills and attitudes, and behavior.
3. **Individuals with Disabilities Education Act – (IDEA)** A federal law that regulates and guarantees a free and appropriate educational program is provided to all students with a disability. Students who qualify for Special Educational services will be afforded an

Individualized Education Program to ensure suitable curriculum and a complete series of instructional and related services will be provided by the school.

4. **Juvenile Work and Vocational Education Classification System** – Classification guidelines used for screening and placement of juveniles into the appropriate work and training program.
5. **Occupational Safety and Health Administration (OSHA)** – Federal regulatory agency charged with the responsibility of enforcing standards related to the health and safety of workers in the workplace.
6. **Student Learner** – Juveniles 16 and 17 years of age who are enrolled in a course of study and /or vocational training program in accordance with Arizona Department of Education (ADE) and the Arizona Revised Statute (ARS) Title 15.
7. **U.S Department of Labor, Child Labor Laws** – Federal child labor provisions authorized by the Fair Labor Standards Act to ensure that the work place for juveniles does not jeopardize their health, well being, or educational opportunities.
8. **Supervisory Employee** – Any person directly supervising juveniles in a work assignment/experience or Vocational Education Program.
9. **Vocational Education** – An organized set of specialized courses to prepare juveniles for employment.
10. **Education Work Experience** – Participation in Education and work related programs to include Food Service, Maintenance, and Grounds Keeping which receives educational credit and compensation.
11. **Chores** – Routine, uncompensated tasks around the housing unit and its immediate area which concern the daily upkeep of the unit which may include:
  - a. House keeping;
  - b. General cleaning;
  - c. Laundry;
  - d. Yard work;
  - e. Washing windows;
  - f. Cleaning room;
  - g. Sweeping, mopping, and vacuuming.